

## ***Eastern Area Workforce Development Board***

Portales, NM  
August 10, 2010

AS APPROVED      October 12, 2010

### **CALL TO ORDER**

The August 2010 meeting of the Eastern Area Workforce Development Board was called to order at 10:00 a.m. in the Zia Room of the Campus Union Building at Eastern New Mexico-University in Portales, New Mexico.

### **CALL OF THE ROLL**

Chairman Shearer stated the sign-in sheet would be maintained as the official record of attendance (**Attachment #1**). He said that a quorum was not present and unless a quorum could be established by other directors arriving, that a short meeting of the Executive Committee would be held immediately following adjournment of the board meeting to ratify actions taken.

He asked individuals present to introduce themselves and thanked everyone for their interest in the affairs of the EAWDB and for their participation in today's meeting. The sign-in sheet reflects that the following members were in attendance.

**Directors Present:** Danny Armijo, Paul Barnes, Ray Battaglini, Sue Bracksieck, Gina Corliss, Terri Douglass, John Hemphill, Van Horner, Jackie Ingle, Patrick Martinez, John Merchant, Slade Morgan, Jean Morrow, Warren Robinson, Becky Rowley, Jimmie Shearer, Larry Smith and Richard Spragins.

**Directors with Excused Absences:** Angelita Buurma, Tonk Chester, Marion Duryea, Clint Harden, Steve Reshetar and Patricia Tupper.

**Directors Absent:** Dora Batista, Judith Cooper, Ruth Giron, Juan Haro Rene Hatfield, Chris Herbert. Linda Lewis, Gail Melpolder, Brenda Miller, Alfred Pacheco, Twila Rutter, Eileen Sedillo, Dan Stoddard and Lisa Thomassie.

**Staff Present:** Richard Arguello, David Brown, Beth Elias, Carlos Molina, Kay Vineyard and Ruby Witt.

**WELCOME REMARKS**

Dr. Steven Gamble, President of Eastern New Mexico University was introduced by Chairman Shearer. Dr. Gamble thanked the board for the opportunity to attend and welcomed the group to campus. He expressed his appreciation for the work the board did on behalf of the various communities and then told the board that ENMU-Portales had reached a milestone and had 5,000 students enrolled for the first time ever and said other campuses were also experiencing record enrollment rates.

**APPROVAL OF JUNE MINUTES**

On a motion by Battaglini, seconded by Armijo, the minutes of the June 8, 2010 annual budget/contracts meeting between the EAWDB and its Chief Elected Officials were unanimously approved as submitted.

**APPROVAL OF AGENDA**

On a motion by Smith, seconded by Battaglini, the agenda for the August 2010 meeting was unanimously approved.

**APPROVAL OF CONSENT AGENDA ITEMS**

The various committees of the board met via polycom on July 3, 2010 and recommended that the following items be placed on a consent agenda for the August board meeting. On a motion by Robinson, seconded by Smith the following consent agenda items were unanimously approved:

1. The Operations/Finance Committee recommends that the EAWDB allow any WIA or ARRA "administration funds" remaining to be carried over to the next program year to be used by the administrative entity/fiscal agent for operations.
2. The Systems Development Committee recommends that the AE staff notify the DWS that the EAWDB does not agree to the new "one stop-policy" currently being considered by DWS as it relates to local WIBs being responsible for developing, executing and maintaining MOUs/RSAs as well as billing of partner agencies located in state owned buildings until such time as the state establishes a method for providing advance funds to local boards to ensure bills can be paid while awaiting payment from partners in the centers.

3. The Products/Services Committee recommends the drafting and submission of a letter to the DWS Secretary with a copy to the Deputy Secretary, other local boards and the state board, requesting that the State AE pursue and develop a regression model to renegotiate the “entered employment” performance measure with the USDOL.

## **REQUEST FOR WAIVERS**

Requests for Waivers is an standing agenda item for the Eastern board which provides an opportunity for any board member to publicly state his/her agency’s intention to utilize WIA funds to support positions within their respective offices. No one requested a waiver.

## **DWS UPDATE**

Deputy Secretary Teresa Casados said the Department was concerned about the cost of operating the one stop offices in the East. The Department has submitted a waiver request which, if approved, would allow DWS to provide a two-month advance on operating expenditures for each office.

The Deputy Secretary also mentioned the successful training which was recently held for monitoring staff. She stated the department was working on a fiscal training in October.

She also addressed the letter the Eastern Board had sent to DWS requesting that the Department develop a regression model to renegotiate the “entered employment” performance measure with the USDOL. She stated that current performance measures had been renewed for this program year and that the regression model might be a possibility for next year. Beth Elias pointed out that the state could be facing the possibility of “not meeting” the entered employment measure for two consecutive years and that USDOL sanctions were distinct possibility.

Discussion was held regarding all the DWS vacancies in the one stop offices in the East and the resulting increased workload on other partner agencies. Deputy Secretary Casados said state-wide DWS currently had 27 vacancies and that one DWS employee had just been hired for the Roswell office.

## **WORKKEYS PRESENTATION**

Charles Lehman with Technet made a presentation (**Attachment #2**) on WorkKeys which is the work skills assessment tool used in New Mexico to help connect employers with qualified jobseekers. Lehman stated that this skills assessment tool is currently funded through June 30, 2011 and is available in the one stop system. It is available at no-cost and can be given to individuals 18 yrs. or older. Lehman said this tool is currently being under-utilized and Casados said WorkKeys most definitely builds credibility with employers, who can be assured that prospective employees will not be sent to them for interviews if they do not possess skill sets necessary to obtain employment.

## **CHAIRMAN'S REPORT**

**USDOL Monitoring/Letter to EPCOG:** Chairman Shearer referred to his letter of July 27, 2010 (**Attachment #3**) which had been written to EPCOG expressing the board's dissatisfaction with EPCOG's handling of the Administrative Entity and Fiscal Agent contracts which had been brought to light during a USDOL Monitoring visit in March 2010.

**RFP for AE/FA:** Shearer stated that based on response received from EPCOG to his July 27<sup>th</sup> letter, that the issuance of an RFP could become more or less significant.

## **STAFF REPORT**

Richard Arguello, Interim Executive Director for EPCOG, stated he had been in contact with Judy Jojola who was a former DOL employee and most recently fiscal agent for the Southwest board. EPCOG will be contracting with Ms. Jojola and Ms. Deb Walk, an accounting system specialist, who will be in Clovis within the next ten days to assist EPCOG in working through the USDOL findings. He expects EPCOG to meet the August 27<sup>th</sup>, 2010 deadline in responding to Chairman Shearer's letter as well as the October 15<sup>th</sup> deadline which was imposed by the USDOL in their July 16, 2010 letter to Chairman Shearer.

## **OPERATIONS/FINANCE COMMITTEE**

**WIA/TANF & ARRA Financials:** The June 30, 2010 financials for WIA/TANF and ARRA (**Attachments 4-5 and 6**) were presented. It was mentioned that a correction needed to be made to the WIA financial (**Attachment #4**) because the \$438,649 in PY 07/08 dislocated worker funds had been totally expended rather than unexpended.

**One Stop Obligation Reports:** The one stop obligation reports for WIA and ARRA as of July 31, 2010 were presented. It was noted that budgets for each county had not been

established.

A motion was made by Douglass that allocation of WIA formula funds be left one-stop operator to allocate as he deemed necessary. There was discussion but no action was taken due to lack of a second.

### **MOTION TO RECESS**

Chairman Shearer entertained a motion to recess for lunch

Upon return, Douglass withdrew her previous motion and made the following motion

**WIA Formula Funds: “That half of the WIA training dollars be allocated by formula to each county and that the remaining half be reserved by board.”. The motion was duly seconded and adopted. Hemphill abstained.**

**Revenue/Expense Statements for Clovis and Roswell:** Battaglini stated that these statements were not currently available and asked that the AE staff email these reports to the board as soon as they became available.

**ARRA Funds: On a motion by Douglass, seconded by Bracksieck and , the one stop operator was given authority to utilize ARRA funds where he felt they could be best utilized.**

### **PRODUCTS/SERVICES COMMITTEE**

**Green Jobs Steering Committee:** The EAWDB committee would like to meet with board members and individuals appointed by the colleges prior to the next board meeting in October in an effort to identify renewable energy businesses. Armijo reported that the State expected to have renewable energy grants out to the local boards within the month.

**County Meetings:** Smith continued to urge board members to arrange county meetings with stakeholders in their respective communities.

### **YOUTH COUNCIL**

**Summer Youth Employment Program:** Bracksieck informed the board that ARRA funds were not released by the USDOL for a summer employment program.

## PUBLIC HEARING/SYSTEMS DEVELOPMENT COMMITTEE

Shearer asked whether any members of the public were present to provide input on four proposed revised policies of the Eastern Area Workforce Board. There were none and **Morgan made a motion on behalf of the Systems Development Committee that the board approve the following policies as revised August 10, 2010 and that the 30-day comment period begin:**

- Policy 5-03 Priority of Services**
- Policy 8-07 Individual Training Accounts**
- Policy 7-05 Self-Sufficiency**
- Policy 4-01 Supportive Services**

**The motion passed.**

## OLD/NEW BUSINESS

**Committee Meetings:** Shearer announced that committees would next meet via polycom on September 15, 2010.

**Next Board Meeting:** The next meeting of the Eastern Area Workforce Board is schedule to be held beginning at 10:00 a.m. at ENMU-Roswell.

## ADJOURNMENT

There being no further business to come before the board, Shearer adjourned the meeting at 2:20 p.m.

AS APPROVED

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Jimmie Shearer  
Chairman